



USAID | MOZAMBIQUE

FROM THE AMERICAN PEOPLE

ATTACHMENT TO SOLICITATION NO. 656-06-013

1. **Solicitation number:** 656-06-013
2. **Issuance date:** April 17, 2006
3. **Closing date/time specified for receipt of applications at USAID/Maputo, Mozambique:** May 17, 2006 at 17:00 hours local time
4. **Position title:** HIV/AIDS Program Officer
5. **Market value:** Annual salary ranging from \$77,793.00 to \$101,130.00 (equivalent to GS 14 level). Final compensation will be based on the individual's salary history, work experience and educational background.
6. **Period of performance:** Starting on or about June, 2006, or as soon as the contract is ready for signature, for an initial period of two years, with possibility of extension
7. **Place of performance:** Maputo, Mozambique
8. **Position Title/Grade of Direct Supervisor:** HIV/AIDS Team Leader, USAID/Mozambique, FS1
9. **Job Description**

I. INTRODUCTION

The HIV/AIDS Program Officer (PO) fills a key management role on the USAID/Mozambique HIV/AIDS Team (SO 9) and coordinates all phases of strategy development, implementation, and budget planning of the HIV/AIDS portfolio under the President's Emergency Plan for AIDS Relief (the "Emergency Plan"). This coordination function in substantive program areas extends to other USG Emergency Plan agencies in Mozambique, as described below.

The PO contributes to the Mission's ability to achieve its HIV/AIDS Strategic Objective by providing essential programmatic expertise and guidance related to the key functions listed above that s/he manages and coordinates. As well, the PO plays the lead role in documenting and reporting SO 9 program performance. The responsibilities of the PO as described below are likely to increase in complexity as the Emergency Plan program in Mozambique gets underway and expands.

Duties include regular contact and collaboration with both policy and technical level counterparts in Mozambique's National AIDS Council (NAC), the Ministry of Health, other Mozambican government ministries and agencies, a wide range of civil society and private organizations, other donor and international organizations, and other USG agencies working on HIV/AIDS prevention, treatment, care, and mitigation up to the level of the U.S. Ambassador. Under the direction of the SO 9 Team Leader for the HIV/AIDS Program, the PO exercises the maximum degree of independent judgment in planning and carrying out tasks, resolving problems and conflicts, and taking steps necessary to meet deadlines. The incumbent must possess experience relevant to HIV/AIDS prevention, care, and mitigation initiatives as well as a sound understanding of the social, economic and cultural determinants and implications of the HIV epidemic in southern Africa and Mozambique.

II. BACKGROUND

Mozambique is one of 15 focus countries under the President's Emergency Plan for AIDS Relief, a unified USG initiative that from 2004 to 2008 will bring rapidly increasing resources to bear in the fight against HIV/AIDS. Specifically in Mozambique, Emergency Plan activities will prevent 500,000 new HIV infections, care for 550,000 Mozambicans already infected and affected by the disease, and provide quality anti-retroviral treatment to 110,000 people with AIDS. Resources for this program reached \$94 million in FY 2006, of which USAID/Mozambique is directly managing \$54 million. Emergency Plan funding in Mozambique is expected to expand significantly again in 2007 and beyond.

USAID/Mozambique's HIV/AIDS program is one of the central pieces of the complex, strategic multi-agency USG program to achieve these objectives. The strategic planning and decision-making for the U.S. Mission to Mozambique's contribution to the Emergency Plan are led by the Ambassador. In 2003 she convened an Emergency Plan Working Group which meets frequently, is chaired by the USAID Director, and includes active participation of all Agencies (State, USAID, Centers for Disease Control -- CDC, Department of Defense, and Peace Corps) at both technical and policy levels. Planning under the Emergency Plan has strengthened inter-Agency collaboration and led to new and productive roles and relationships as well as higher-profile advocacy and participation of the U.S. Mission in the area of HIV/AIDS.

The Emergency Plan requires an emergency response on the part of all USG agencies involved. Global and country-specific targets have been stipulated and will be measured on an annual basis. Each year, all funds must be obligated and expended, and results achieved, all within the respective year. The results achieved this first year of the Emergency Plan will determine future programming levels and therefore places USAID/Mozambique and its NGO partners under great pressure to respond in a most efficient and effective manner. Tremendous implementation challenges are foreseen and the process must be transparent and accountable. The PO will be required to ensure accountability of activities through results monitoring and reporting and respond in a timely manner to requests from the Office of the Global AIDS Coordinator.

The USG program for HIV/AIDS works closely with the Government of Mozambique (GRM) at all levels (central, provincial, and in targeted areas at local level) to address the policy, advocacy, financial, and technical challenges which constrain Mozambique's ability to halt the epidemic. A wide

array of policy and program contacts is maintained by the Ambassador and U.S. Agencies at post. Close collaboration is a feature of the significant financial and technical support provided by USG to Mozambican government agencies with mandated HIV/AIDS roles and responsibilities. Importantly, these USG-GRM collaborations are within the broader context of the massive donor assistance provided to Mozambique not only for HIV/AIDS but more generally to sustain Mozambique's success in economic growth and poverty reduction.

The fight against HIV/AIDS in Mozambique is a multisectoral effort headed by the National Aids Council (NAC) and the Ministry of Health (MOH). The NAC is a cross-sectoral council, headed by the Prime Minister; membership includes other ministers and representatives of private sector and civil society, with execution through an Executive Secretariat comprising both a central headquarters and decentralized units in each of Mozambique's provinces. They are mandated to lead the national response, mobilize and coordinate partners and resources, and monitor and report on progress and challenges. The MOH is the lead in all clinical aspects of the national response with substantial technical assistance from USG (CDC) as well as other contributors to the Sector-Wide Approach in Health. The MOH has developed a strategy for scale-up of comprehensive HIV/AIDS/STI care and treatment services. MOH also directs the epidemiological surveillance of the disease (with CDC TA and support from USAID's POLICY Project). Also taking the lead in responding to the HVI/AIDS crisis is the Ministry of Women and Coordination of Social which coordinates national activities directed at Orphans and Vulnerable Children (OVC), vulnerable women, families affected by HIV/AIDS, the elderly, the disabled, and drug addicts; for conceiving and ensuring implementation of policies and guidance for activities directed at these groups; and for advocacy for these groups. Established in 2003 the Partners Forum brings together bilateral and multilateral donor agencies as well as representatives of key NGO groups, to exchange information, coordinate support, and provide an efficient forum for multi-agency dialogue with NAC on policies and programs related to the national response to HIV/AIDS.

III. Supervisory Controls

The PO is supervised by the SO 9 Team Leader. As the team's recognized authority in program planning and the analysis and evaluation of programs and issues, the employee is subject only to administrative, technical, and policy guidance concerning overall priorities and objectives. This guidance typically comes from the Team Leader, but may also be provided by the various technical experts on the team as appropriate. Determination of the professional or technical methods to be used may be left completely to the discretion of the incumbent, but typically these decisions will involve the close collaboration of all or some of the team members. The employee is typically delegated responsibility and authority to lead the team's efforts in planning, scheduling, and implementing major initiatives concerned with program planning (strategic and budget planning), and in monitoring, analyzing, and evaluating programs or organizational effectiveness. Work results are usually reviewed only for attainment of objectives and conformance with policy objectives, Emergency Plan goals, and Agency regulations. The PO will analyze information provided by other USG agencies, clear documentation drafted with or by other USG agencies, oversee the dissemination of information on the Emergency Plan among agencies, and play a lead role with other USG agencies in managing reporting and other documentation systems

Guidance for the position is available from the Office of the Global AIDS Coordinator in the Department of State (S/GAC), which directs the Emergency Plan, from the U.S. Mission to Mozambique's Emergency Plan Five-Year Strategy, the USAID/Mozambique Country Strategic Plan 2004-2010, other Mission program and activity documentation relating to HIV/AIDS and other relevant sectors, the USAID Automated Directives System (ADS), Mission orders, USAID worldwide and regional policies and guidelines, USAID and Federal procurement regulations and bulletins, and Congressional legislation.

IV. Duties and Responsibilities

The PO serves as the SO 9 Subject Matter Expert for program planning (both strategy and budget), policy, and monitoring and evaluation, all of which requires the incumbent to have superior knowledge and understanding of Emergency Plan guidance and directives, development principles and approaches, host country requirements, host government priorities, as well as situational assessment and interpretation skills, timely decision making ability, extensive judgment in planning and carrying out tasks, and strong interpersonal and team-building skills. The incumbent is expected to be well-versed in Emergency Plan policy and requirements regarding all aspects of strategic planning, budget formulation, monitoring, evaluation, and policy dialogue.

1. Program Planning and Reporting (50%)

Coordinates and contributes substantively to SO 9 program planning and implementation to ensure that all program documentation needed to fulfill requirements and pass audit inspection is developed. This will include analyzing and providing guidance to the SO 9 Team on what kinds of documentation are required based on regulations, requests/guidance from S/GAC and USAID/W, ADS guidance, any other relevant guidance, and the experience of previous audits, across USAID/Mozambique SOs, USAID HIV/AIDS and health programs worldwide, and other Emergency Plan programs.

As a development and program specialist, advises the Team Leader and Mission management on the local relevance, consistency with USG regulations and policies, application of best practices, and coherence with government and donor objectives of Emergency Plan program documents, studies, proposals, and evaluations. The PO provides this advice and analyses to the Team Leader and Mission management, including to the Mission Director, through written correspondence and oral presentations.

Ensures that documentation of USG HIV/AIDS activities in Mozambique is prepared and submitted in a timely fashion to S/GAC and USAID/Washington, with adequate time for SO 9 Team, Mission and Emergency Plan Working Group review and clearance. The PO oversees the maintenance and filing of all program documents by the SO 9 team and secretary. With input from other SO 9 Team members and implementing partners, works with the team's Project Development Officer to compile information for and prepare the first draft of SO 9 section of USAID/Mozambique's annual report.

The PO also assists the Team Leader in coordinating with other donor agencies, ensuring that the team is appropriately represented on donor working groups; coordinates team reporting to other donors on USAID activities; and maintains summary information regarding donor HIV/AIDS programs.

2. Performance Monitoring and Results Tracking (15%)

The PO leads the technical development and oversight of the SO 9 **Performance Monitoring Plan** (PMP), with technical input from other technical specialists on the SO 9 team. This responsibility entails (but is not limited to): coordinating with USAID/Washington, S/GAC, CDC, and the Emergency Plan M&E Corps staff on HIV/AIDS data and indicators; leads Mission technical outreach with grantee and contractor partners regarding required and requested program monitoring and reporting; collecting, managing, and analyzing data and information related to HIV/AIDS, the Emergency Plan, and to SO 9 activities; providing technical guidance and leadership in collaborating with other Emergency Plan Working Group and SO 9 members on evaluation tasks and other strategic information actions within their technical areas; coordinating these efforts with other Mission SO teams and the Mission Evaluation Officer in PDT; serving as activity manager or CTO for M&E contracts; and providing substantive contributions to the Mission's Annual Report and Emergency Plan reporting requirements. Successful performance of these responsibilities depends upon establishing and maintaining collaborative working relationships with a wide range of partners and stakeholders at both technical and policy levels in order to obtain and interpret the information needed for performance measurement and results tracking.

3. Budget Tracking and Analysis (15%)

Performs budget formulation duties involved in the process of preparing detailed analyses and estimates of annual funding needs for one or more future budget years of Emergency Plan funding. Provides Mission management and the SO9 Team with procedural and regulatory guidance concerning availability of or limitations on the use of Emergency Plan funds. Coordinates with the Mission's

Budget Officer in the development and oversight of automated systems for tracking the principal budgetary processes including OYB levels, allowances, obligations, Congressional Notifications, earmarks/directives, and mortgages, and modifies those systems throughout the year to track budgetary information needed by the Team Leader, Mission Director, and Emergency Plan Working Group. Monitor and support USAID obligations, commitments, expenditures, and results against targets. Ensure that the budget system is effectively utilized as an evaluating tool in measuring program performance and effectiveness.

4. Coordination of Senior Management Meetings (15%)

Organize and participate substantively in meetings of the Emergency Plan Working Group and meetings including USAID partners and other donors. Manage the organization of field trips and schedules for VIPs, including CODELS. Represent USAID in coordination and planning meetings with host country government, NGOs and other donors including the GT/SWAP. Oversee the preparation of briefing documents, including charts, PowerPoint presentations, success stories, and other documents as needed for both internal and external use.

5. Other Duties (5%)

Depending on the Emergency Plan management burden, may be assigned by SO 9 Team Leader to serve as activity manager for one or more activities, provide supervision or training to one or more FSN specialists, or serve in an acting capacity for the Team Leader or other Team Members.

V. Qualifications:

The following are **required** qualifications:

- A Masters degree in international development, social sciences, Public Health or other relevant field; relevant experience that significantly exceeds the required minimum described in the next bullet along with a bachelors degree in a relevant internal development or communications discipline may be considered in lieu of this degree.
- A minimum of seven years of relevant professional experience in international development program design and management in developing countries, including experience in relevant public health or HIV/AIDS programs.
- Relevant training and at least seven years of experience in development program monitoring and evaluation.
- Proven ability to work collaboratively in a team environment and to proactively build consensus.
- Demonstrated ability and experience in program and activity conceptualization, performance monitoring, and management of complex programs.
- Experience in dealing effectively and diplomatically with multiple U.S. and host country government agencies, non-governmental organizations, faith-based organizations, and the private sector.
- Excellent writing, statistical, computer, and interpersonal skills.
- Fluency in English speaking, reading and writing.

The following additional qualifications are highly **desirable**:

- A thorough working knowledge of U.S. government operations, rules, regulations, procedures, policies, and programs and previous relevant working experience with the USG, particularly USAID, are highly desirable.
- Portuguese language capability is desirable. In the absence of Portuguese, proficiency in Spanish or other Romance languages is desirable.
- Prior budget or financial management experience.

VI. Workplan and Reporting Requirements

The PO will develop, and obtain the Team Leader's agreement with an annual performance-based workplan that lays out specific work objectives. While the incumbent will work with the maximum independence in completing agreed-upon work objectives and carrying-out his/her responsibilities, s/he will immediately inform his/her supervisor of problems and/or issues that arise that may affect the

successful implementation of the Mission's HIV/AIDS programs. The incumbent's responsibilities and performance will be reviewed by the SO9 Team Leader

MINIMUM QUALIFICATIONS AND SELECTION CRITERIA

Candidates will be evaluated and ranked based on the following selection criteria:

A. EDUCATION (20 points): A Masters degree in international development, social sciences, Public Health or other relevant field; relevant experience that significantly exceeds the required minimum described in the next bullet along with a bachelors degree in a relevant internal development or communications discipline may be considered in lieu of this degree.

B. WORK EXPERIENCE (25 points): A minimum of seven years of relevant professional experience in international development program design and management in developing countries, including experience in relevant public health or HIV/AIDS programs. Relevant training and at least seven years of experience in development program monitoring and evaluation.

C. LANGUAGE PROFICIENCY (10 Points): Fluency in English speaking, reading and writing.

D. KNOWLEDGE (20 Points): Knowledge of program design and management in developing countries, including experience in relevant public health or HIV/AIDS programs as well as in performance monitoring, and management of complex programs.

E. ABILITIES AND SKILLS (25 points): Excellent writing, statistical, computer, and interpersonal skills. Proven ability to work collaboratively in a team environment and to proactively build consensus. Ability in dealing effectively and diplomatically with multiple U.S. and host country government agencies, non-governmental organizations, faith-based organizations, and the private sector.

Maximum Points Available: 100.

III. ADMINISTRATIVE REQUIREMENTS AND LOGISTICAL SUPPORT:

As a matter of policy, and as appropriate, a PSC recruited off-shore is normally authorized the following benefits and allowances:

1. BENEFITS

- Employer's FICA and Medicare Contribution*
- Contribution toward Health & Life Insurance
- Pay Comparability Adjustment
- Annual Salary Increase
- Eligibility for Worker's Compensation
- Annual & Sick Leave
- Shipment and Storage of Household Effects
- Shipment of POV (Privately Own Vehicle)
- Access to Embassy Medical Facilities, and Pouch Mail Service (in accordance with post policy)

* Note: If a US citizen, the Contractor's salary will be subject to employee's FICA and Medicare contribution.

2. ALLOWANCES [if applicable, as found in the Standardized Regulations (Government Civilian Foreign Areas) Sections cited below]

- (1) Temporary Lodging Allowance (Section 120)
- (2) Living Quarters Allowance (Section 130)
- (3) Post Allowance (Section 220)
- (4) Supplemental Post Allowance (Section 230)
- (5) Separate Maintenance Allowance (Section 260)
- (6) Educational Allowance (Section 270)
- (7) Educational Travel (Section 280)
- (8) Post Differential (Chapter 500)
- (9) Payments during Evacuation/Authorized Departure (Section 600)
- (10) Danger Pay (Section 650)
- (11) Consumables Allowance

3. SECURITY AND MEDICAL CLEARANCE

The Contractor will be required to obtain a medical clearance from State M/MED prior to service overseas. Also, a temporary security clearance must be initiated prior to travel to post of duty. Until a final adjudication of a secret clearance is received, the contractor shall:

- have no access to classified or administratively controlled materials,
- travel to post by himself/herself only, and
- be authorized no entitlements other than those normally authorized for short-term (less than a year) employees at post.

If the contractor fails to receive a secret clearance, the contract will be immediately terminated.

4. FEDERAL TAXES

USPSCs are not exempt from payment of any Federal Income taxes under the foreign earned income exclusion.

5. LIST OF REQUIRED FORMS FOR USPSCs

1. Application for Federal Employment (SF-171) or Optional Application for Federal Employment (OF-612)
2. Contractor Physical Examination (DS-1843 and DS-1622) **
3. Questionnaire for National Security Positions (SF-86) **, or
4. Questionnaire for Non-Sensitive Positions (SF-85) **
5. Finger Print Card (FD-258) (available from the requirement office) **

Note:

**** Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the position. Forms 1 through 4 can found at:**

http://www.usaid.gov/procurement_bus_opp/procurement/psc_solicit/forms.html

6. ACQUISITION & ASSISTANCE POLICY DIRECTIVES (AAPDs) & CONTRACT INFORMATION BULLETINS (CIBs) PERTAINING TO PSCs

CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website http://www.usaid.gov/procurement_bus_opp/procurement/psc_solicit/ to determine which CIBs apply to this contract.

- 01-10 Revision of Medical Clearance Process - Personal Services Contracts ("PSCs") with U.S. Citizens
- 01-09 Competitive Process - Personal Services Contracts ("PSCs") with U.S. Citizens for Support of HIV/AIDS and Infectious Disease Initiatives
- 01-07 Clarification of the Extension/Renewal Policy Regarding Personal Services Contracts (PSCs)
- 00-08S Revision of Competitive Process-Personal Services Contracts ("PSCs") with U.S. Citizens
- 00-08 Revision of Competitive Process - Personal Services Contracts ("PSCs") with U.S. Citizens
- 00-05 PSC's Annual Health Insurance Costs
- 00-03 2000 FICA & Medicare Tax Rates for Personal Services Contracts
- 99-07 Contractual Coverage for Medical Evacuation (Medevac) Services
- 98-11 Determining a Market Value for Personal Services Contractors Hired Under Appendix D, Handbook 14
- 97-16 Class Justification for Use of Other Than Full & Open Competition for Personal Services Contracts with U.S. Citizens Contracted with Locally with CCNs and TCNs Subject to the Local Compensation Plan, and for Overseas Contracts of \$250,000 or Less
- 96-23 Unauthorized Provision in Personal Services Contracts
- 96-19 U.S. Personal Services Contract (USPSC) - Leave Supp. for CIB 96-18: Guidelines for Evaluating Contractor Past Performance
- 94-09 Sunday Pay for U.S. Personal Services Contractors
- 93-17 Financial Disclosure Requirements under a Personal Services Contract (PSC)

IV. INSTRUCTIONS TO APPLICANTS

Qualified applicants are requested to submit an application for Federal Employment (SF-171) available at the USAID website, http://www.usaid.gov/procurement_bus_opp/procurement/forms, or Optional Application for Federal Employment (OF-612) and a Resume containing the following information:

- 1) Personal Information: Full name, mailing address (with zip code), email address, day and evening phone numbers, social security number, country of citizenship, highest federal civilian grade held (also give job series and dates held);
- 2) Education: high school, name, city and state, date of diploma or GED; colleges and universities, name, city and state, majors, type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours);
- 3) Work Experience: provide the following information for your paid and non paid work experience related to the job for which you are applying (do not send job descriptions); job title (include series and grade if federal job), duties, and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor;
- 4) Other Qualifications: Other pertinent information related to the qualifications required for the position, as noted above including job-related training courses (title & year), job-related skills; for example, other languages, computer software/hardware, tools, machinery, typing speed, job-related certificates and licenses (current only), job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership, activities, public speaking and performance awards (give dates but do not send documents unless requested).
- 5) Applicants are required to provide three references with complete contact information including email address and telephone numbers.

Interested candidates should send above via the internet, facsimile or international mail, to the attention of the Executive Officer, Edith Humphreys at the addresses indicated below. To ensure that the application is considered for the intended position, please reference the solicitation number and title of position on your application and as the subject line in any cover letter.

Applications must be received by fax, e-mail or separate post by closing date and time specified in the cover letter and should be submitted to Ms. Edith Humphreys on e-mail: mz_recruiter013@usaid.gov or the following addresses:

International Mail:
Attn: Edith Humphreys
Executive Officer
USAID/Mozambique
P.O. Box 783
Maputo, Mozambique
Attention: Edith Humphreys
Executive Officer

If sent via courier to:
USAID/Maputo
JAT Complex, 3rd Floor
Rua 1231, No. 41
Bairro Central "C"
Maputo, Mozambique

Fax: (258-21) 35 21 30
E-mail: mz_recruiter013@usaid.gov
Telephone: 258-21-352030

If sent from the U.S. Official Mail/Pouch:
USAID/Maputo
Department of State
2330 Maputo Place
U.S. Department of State
Washington, D.C. 20521
Attention: Edith Humphreys
Executive Officer

**EEO/AA: USAID IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION
EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF HIV/AIDS STATUS.**